

Booklet Filing Instructions

This entire booklet must be returned to the Backgrounds Unit by email. The booklet is in Adobe Acrobat. If you do not have Adobe Acrobat, you can download the software for free at the web address below. After you open the document, you can save it to your computer or storage device by going to File in the top left hand corner, Save As, PDF and Save. The document can be edited and saved as many times as necessary.

Once you have completed the document, compose a new email to backgrounds@lexingtonpolice.ky.gov **You must place your last name, first name and middle name on the subject line.** Next, attach the document to the email. After placing any information that you feel necessary in the body of the email, send it. Make sure your document is attached. Do not send more than one email with this document attached and do not use the Submit Form button located at the top of each form. As each contact that is made between you and the Lexington Division of Police is part of your background, it is imperative that you follow all instructions and directions.

<http://get.adobe.com/reader/>

If you have any questions, call 859-425-2543 and one of the Background Unit detectives will assist you.